



DEPARTMENT OF THE NAVY  
NAVY PERSONNEL COMMAND  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000

NAVPERSCOMINST 1700.1E  
PERS-00M

27 AUG 2010

NAVPERSCOM INSTRUCTION 1700.1E

From: Commander, Navy Personnel Command

Subj: SAILOR OF THE QUARTER/YEAR (SOQ/Y), JUNIOR SAILOR OF THE QUARTER/YEAR (JSOQ/Y), AND BLUEJACKET OF THE QUARTER/YEAR (BJOQ/Y) PROGRAM

Ref: (a) OPNAVINST 1700.10L  
(b) BUPERSINST 1700.22B

Encl: (1) Sample Nomination Format SOQ, JSOQ, and BJOQ  
(2) Sample Nomination Format SOY, JSOY, and BJOY

1. Purpose. To provide Navy Personnel Command (NAVPERSCOM) and Bureau of Naval Personnel (BUPERS) Millington eligibility criteria and guidelines for submitting nominations for Sailor of the Quarter/Year (SOQ/Y), Junior Sailor of the Quarter/Year (JSOQ/Y), and Bluejacket of the Quarter/Year (BJOQ/Y) program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMNAVPERSCOMINST 1700.1D and NAVPERSCOM 1700/1.

3. Discussion. SOQ/Y, JSOQ/Y, and BJOQ/Y program was established to recognize superior performance of petty officers and non-rated personnel with emphasis on outstanding achievements, exemplary personal conduct and military bearing, and demonstrated initiative in performance.

4. SOQ, JSOQ, and BJOQ Eligibility

a. All nominations must meet eligibility requirements and be submitted in the format required by reference (a). Enlisted personnel permanently assigned to NAVPERSCOM/BUPERS Millington may be nominated if they:

(1) Are serving in paygrades E1-E4 for BJOQ, E5 for JSOQ, and E6 for SOQ (personnel selected for advancement to E7 are not eligible for SOQ nomination);

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(2) Have been on board for the entire quarter the member is being nominated; and

(3) Have no record of disciplinary action during the past 12 months.

b. Personnel selected for NAVPERSCOM SOQ, JSOQ, and BJOQ may not be nominated again until 12 months have elapsed from month of selection.

c. Personnel nominated but not selected may be nominated again for the succeeding quarter if performance during the quarter merits recommendation.

5. SOY, JSOY, and BJOY Eligibility

a. All Sailors selected as SOQ/JSOQ/BJOQ's at the NAVPERSCOM/BUPERS Millington level from the previous 4 quarters are automatically nominated to represent their PERS-department, unless they no longer fall into the category for which they were selected or meet the category requirements.

b. If any PERS-department did not have a Sailor selected in the categories of NAVPERSCOM SOQ/JSOQ/BJOQ they will be allowed to submit one nominee to represent their PERS-department.

c. NAVPERSCOM SOY/JSOY/BJOY nominees must have been onboard for a minimum of 6 months.

6. Nomination Procedures

a. Assistant Commanders (ACNPCs) and Special Assistants (SAs) shall forward one nomination for SOQ, JSOQ, and BJOQ to Commander, Navy Personnel Command (COMNAVPERSCOM) via the Force Master Chief (FORCM). Nominations should be specific and reference only nominee's actual accomplishments during the quarter/year for which nominated. Additional information regarding performance prior to that quarter/year is not

appropriate. Nominations should be submitted to FORCM no later than 5 working days following last day of the quarter (31 March, 30 June, 30 September, and 31 December).

b. Nominations for SOY, JSOY, and BJOY should be forwarded to COMNAVPERSCOM via FORCM no later than the 1<sup>st</sup> week of February. All nominations must meet eligibility requirements and be submitted in the format required by reference (b). Nominations should be specific and reference only nominee's actual accomplishments during the quarter/year for which nominated. Additional information regarding performance prior to that quarter/year is not appropriate.

7. Selection Boards. FORCM will convene SOQ, JSOQ, and BJOQ selection boards within 15 days following last day of the quarter. Board's recommendation will be forwarded to COMNAVPERSCOM.

a. Leading chief petty officer's for each ACNPC and SA will sit as a SOQ/Y and JSOQ/Y board member. One petty officer first class from each department/office will be appointed in writing by the FORCM to sit as a BJOQ/Y board member.

b. Each board will be comprised of one representative from each department.

c. FORCM will convene the SOY, JSOY, and BJOY boards during the 1<sup>st</sup> week of February.

d. Personnel shall be present at the board in order to be considered as a candidate for the quarter/year.

8. SOQ, JSOQ, and BJOQ Selection Factors. Selection boards will consider the following factors for SOQ, JSOQ, and BJOQ:

- a. Responsibilities;
- b. Performance;
- c. Leadership;
- d. Command climate/Sailorization;

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- e. Meritorious or commendatory achievements during that particular quarter or year as appropriate;
- f. Collateral duties;
- g. Educational accomplishments during this quarter;
- h. Participation in civic/community affairs;
- i. PRT results (past two cycles);
- j. For SOY, the package should be assembled at a level to compete for chief petty officer, i.e., last 3 evaluations, physical fitness assessment results, and extensive write up;
- k. Personal awards; and
- l. Personal interview and observance by applicable board members on:
  - (1) Servicemember's knowledge of military and current events;
  - (2) How well servicemember expresses themselves; and
  - (3) Military appearance and bearing.

9. SOY, JSOY, and BJOY Selection Factors. Selection boards will consider following factors for SOY, JSOY, and BJOY:

- a. Responsibilities;
- b. Performance;
- c. Leadership;
- d. Command climate/Sailorization;
- e. Meritorious or commendatory achievements;
- f. Collateral duties;
- g. Educational accomplishments during this quarter;

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- h. Participation in civic/community affairs;
- i. PRT results (past two cycles);
- j. Personal awards; and
- k. Personal interview and observance by applicable board members on:
  - (1) Service member's knowledge of military and current events;
  - (2) How well Service members expresses themselves; and
  - (3) Military appearance and bearing.
- l. Adaptability:

10. Submission Format. Enclosures (1) and (2) provide sample nomination formats. Packages for SOQ/Y, JSOQ/Y, and BJOQ/Y will not exceed three typed pages and will include the following:

- a. OPNAV 1650/3 Personal Award Recommendation will be completed and signed by ACNPCs or SAs for a Letter of Commendation for SOQ, JSOQ, and BJOQ and Navy and Marine Corps Achievement Medal (NA) for SOY, JSOY, and BJOY.
- b. Paper copy of citation in double-space rough.
- c. Citation will be forwarded via e-mail to the FORCM when the SOQ/Y, JSOQ/Y and BJOQ/Y packages are submitted.
- d. Typed white 3 x 5 inch card with biographical data provided by nominating command and applicant.
  - (1) Rate/Rank;
  - (2) Name;
  - (3) Spouse/children;
  - (4) Hometown;
  - (5) Previous duty station;

(6) Current duty assignment; and

(7) Special interests/hobbies.

11. Scoring. NAVPERSCOM 1700/2 Sailor of the Quarter/Year Grading Sheet is utilized as the scoring sheet for nominees.

12. Recognition

a. A photograph of selectees will be displayed on the NAVPERSCOM Sailor/Bluejacket display board. In addition, SOQ/Y, JSOQ/Y, and BJOQ/Y will receive one 4-day liberty pass, command plaque, parking certificate, and a Morale, Welfare, and Recreation coupon book.

b. SOQ, JSOQ, and BJOQ selectees will receive Flag Letters of Commendation.

c. SOY, JSOY, and BJOY selectees will receive a NA. Sailors nominated but not selected as SOY, JSOY, and BJOY will receive Flag Letters of Commendation.

d. Presentation of NA to NAVPERSCOM's SOY will be held in abeyance until completion of BUPERS, Vice Chief of Naval Operations, or Chief of Naval Operations Sailor of the Year competition. Successful completion of follow-on competitions will upgrade the NA to a Navy and Marine Corps Commendation Medal.

e. Sole awarding authority for this program is COMNAVPERSCOM.

13. Forms

a. OPNAV 1650/3 Personal Award Recommendation can be obtained at <https://navalforms.daps.dla.mil/>.

b. NAVPERSCOM 1700/2 (05-2010) can be obtained at <http://www.npc.navy.mil/Audiences/ForInternal>.

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b. NAVPERSCOM 1700/2 (05-2010) can be obtained at  
<http://www.npc.navy.mil/Audiences/ForInternal>.



D. F. QUINN

Distribution:  
Electronic only, via NAVPERSCOM Web site  
<http://www.npc.navy.mil>

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**SAMPLE NOMINATION FORMAT**  
**SOQ, JSOQ, and BJOQ**

(Date)

From: (Division Officer/Branch Head)  
To: Commander, Navy Personnel Command  
Via: (1) (Assistant Commander, Navy Personnel Command or  
Special Assistant)  
(2) Force Master Chief  
  
Subj: NAVY PERSONNEL COMMAND SAILOR OF THE QUARTER (SOQ),  
JUNIOR SAILOR OF THE QUARTER (JSOQ), OR BLUEJACKET OF THE  
QUARTER (BJOQ) NOMINATION

Ref: (a) NAVPERSCOMINST 1700.1E

Encl: (1) Letter of Commendation Award Recommendation  
(2) 3 x 5 Index Card

1. Per reference (a), (RATE, NAME) is eligible in all respects and is nominated for Navy Personnel Command's SOQ, JSOQ, or BJOQ for the \_\_\_\_ quarter, CY-\_\_\_\_.

2. Following information is provided:

- a. Date reported:
- b. Department assigned:
- c. Present duties:
- d. Months assigned present duties:

3. Comments on specific attributes as demonstrated during this quarter and applicable to this nomination are as follows:

- a. Responsibilities:
- b. Performance:
- c. Leadership:
- d. Command climate/Sailorization:

Enclosure (1)



- Signature

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**SAMPLE NOMINATION FORMAT  
SOY, JSOY, AND BJOY**

(Date)

From: (Division Officer or Branch Head)  
To: Commander, Navy Personnel Command  
Via: (1) (Assistant Commander, Navy Personnel Command or  
Special Assistant)  
(2) Force Master Chief  
  
Subj: NAVY PERSONNEL COMMAND CY-\_\_\_\_\_ SAILOR OF THE YEAR (SOY),  
JUNIOR SAILOR OF THE YEAR (JSOY), AND BLUEJACKET OF THE  
YEAR NOMINATION

Ref: (a) NAVPERSCOMINST 1700.1E

Encl: (1) Supporting documentation (copies of evaluations,  
Letters of Appreciation/Commendation, etc.)  
(2) OPNAV 1650/3 Personal Award Recommendation for  
Navy and Marine Corps Achievement Medal

1. Per reference (a), (RATE, NAME) is eligible in all respects  
and is nominated for Navy Personnel Command's SOY, JSOY, or BJOY  
for CY-\_\_\_\_\_.

2. Following information is provided:

- a. Date of birth:
- b. Date enlisted in Navy:
- c. Advancement history (give data):
  - (1) E4:
  - (2) E5:
  - (3) E6:
- d. Responsibilities:
- e. Performance:

Enclosure (2)

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- f. Leadership:
  - g. Command climate/Sailorization:
  - h. Significant achievements above scope of assigned duties:
  - i. Collateral duties:
  - j. Educational accomplishments (during this year):
  - k. Participation in civic/community affairs (if any):
  - l. PRT Results (past two cycles):
  - m. Personal Awards: 

<u>Award</u>	<u>Command</u>	<u>Date</u>
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4. Enclosures (1) and (2) are provided to support recognition.  
(Any other information considered pertinent. (No more than one paragraph.))

                      
(Signature)